

PERFORMANCE WORK STATEMENT (PWS)
Instructional Services for FAA Courses 15201, 15206, and 15249 (International)
FAA Academy Airports and International Training Division, AMA-800

SECTION 1 - GENERAL

- 1.1 Ordering Office: Federal Aviation Administration (FAA) Academy International Training Division, AMA-800
- 1.2 FAA Program Manager (PM): Garrison Russell, AMA-800
- 1.3 Purposed Period of Performance: April 1, 2010 – July 31, 2010
- 1.4 Scope of Work: The performance of this contract requires instructional services for delivery of three FAA Regulatory Standards courses. These courses may be delivered at the FAA Academy in Oklahoma City, Oklahoma or at an appropriate training facility in another domestic or foreign location. Any or all of these courses may be delivered during the period of performance of this contract. The courses include:
- **Course 15201 Procedures for Air Operator Certification – Operations (International)**: This is a 10-day course that provides detailed instruction on the International Civil Aviation Organization (ICAO) requirements and FAA handbook procedures used in Air Operator Certification. It includes 80 hours of formal classroom instruction to accomplish the training outcomes listed in Section 5 of this PWS. Participants include new Aviation Safety Inspectors for Operations from international civil aviation authorities.
 - **Course 15206 Inspector Training System – Flight Standards (International)**: This is a 10-day course that covers the Inspector Training System (ITS), which is a comprehensive new system to manage the training of aviation safety inspectors at international civil aviation authorities. It includes 80 hours of formal classroom instruction and will accomplish the training outcomes listed in Section 5 of this PWS. Participants include international personnel associated with inspector training—decision makers, managers, and instructors.
 - **Course 15249 Safety Management Systems (SMS) Theory and Application**: This is a 9-day course that covers the principles and application of Aviation Safety Management Systems. It includes 72 hours of formal classroom instruction to accomplish the training outcomes listed in Section 5 of this PWS. Participants include safety management decision makers and associated personnel from international civil aviation authorities, air traffic service providers, airports, airlines, and/or maintenance organizations.

The Contractor shall receive technical guidance from, and coordinate all proposed training plans with the FAA Program Manager (PM).

The FAA anticipates one (1) class of each course being conducted during the period of performance of this contract. The dates and locations are as follows:

Course 15201	July 12-23, 2010	FAA Academy, Oklahoma City, Oklahoma
Course 15206	April 5-16, 2010	FAA Academy, Oklahoma City, Oklahoma
Course 15249	June 1-11, 2010	FAA Academy, Oklahoma City, Oklahoma

These dates and locations are subject to cancellation or change through coordination with the Contracting Officer and the COTR. The FAA shall provide at least two (2) week's notice prior to the scheduled start of each class if any change to date or location becomes necessary.

The contractor shall include one day for preparation and coordination with the PM prior to the start of each class.

The contractor shall administer, manage, and perform the efforts described in this PWS. Except as otherwise stated in this PWS, the contract shall be performed using facilities, equipment, and materials provided or arranged for by the FAA.

- 1.5 Quality Assurance: The FAA Academy reserves the right to monitor all classroom sessions to assure that all targeted training outcomes and contract specifications are met.
- 1.6 Security and Suitability Determinations: The Contracting Officer may require a security and/or suitability investigation of contract personnel at any time under this contract. When notified of this requirement, the contractor shall complete the required security forms furnished by the Contracting Officer.
- 1.7 Travel: Any travel required in providing the services described in this PWS will be reimbursed in accordance with the Federal Travel Regulations as prescribed and issued by the General Services Administration (Order DOT 1500.6A).

SECTION 2 - DEFINITIONS

AITD: Airports and International Training Division, a division of the FAA Academy

Contracting Officer (CO): The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the Contracting Officer to a technical representative, the Contracting Officer is the only individual with the authority to direct the work of the Contractor.

Contracting Officer's Technical Representative (COTR): The authorized Government representative(s) acting within the limits of their delegated authority for management of specific projects or functional activities.

Course Materials: Instruction manuals and necessary supplies to conduct the activities outlined in the manual.

FAA: Federal Aviation Administration, a component agency of the U.S. Department of Transportation

ICAO: International Civil Aviation Organization

Instructional Manuals: The student/instructor course book, which contains instructions and content for all classroom activities and exercises, including teaching aids and related learning materials.

MMAC: FAA Mike Monroney Aeronautical Center located in Oklahoma City, Oklahoma

Participant: Student

Program Manager (PM): FAA Point of Contact for management of the AITD Regulatory Standards Training Program.

Quality Assurance: Actions taken by the FAA to ensure compliance with the provisions of the Performance Work Statement.

Quality Control: Actions taken by the contractor to ensure compliance with the provisions of the Performance Work Statement.

SECTION 3 – GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1 The FAA shall provide or arrange for an appropriately configured classroom facility, classroom equipment, and supplies necessary for course delivery to include:

3.1.1 Access to general office equipment, software, utilities, telephone and related services.

3.1.2 Classroom supplies (i.e. paper, pencils, pens, marking pens, flip charts, special activity supplies, and white board), binders for course materials, and other items considered reasonably necessary.

3.1.3 Classroom configured to allow adequate workspace for participants.

3.2 Course materials: The FAA shall arrange to have the course materials, including instructor and participant manuals and tests, reproduced and available at the training location.

3.3 Certificates of completion for each participant to be presented at a completion ceremony.

SECTION 4 – CONTRACTOR-FURNISHED PROPERTY AND FACILITIES

4.1 The contractor shall furnish all administrative, managerial, supervisory and instructor personnel necessary to perform the contract.

4.2 Instructor Qualifications: Contract employees serving as instructors under this contract shall have the following qualifications:

4.2.1 Extensive knowledge of FAA's aviation safety program gained through documented experience as an FAA Aviation Safety Inspector in either Operations and/or Airworthiness discipline. This includes thorough knowledge of related FAA handbooks, Advisory Circulars, and other relevant documentation.

- 4.2.2 Extensive experience working with foreign Civil Aviation Authorities and foreign aviation industry personnel.
- 4.2.3 Extensive knowledge of the ICAO, including the Chicago Convention, relevant Standards and Recommended Practices, associated Annexes 1, 6, and 8, and any related documents and circulars.
- 4.2.4 Experience as an auditor in the ICAO Universal Safety Oversight Audit Program (USOAP), or in the FAA's International Aviation Safety Assessment (IASA) program.
- 4.2.5 Previous completion of FAA Academy course 15201, 15203, 18700, or 18701, as either a student or instructor.
- 4.2.6 Experience teaching international students.
- 4.2.7 (Preferred) Ability to instruct technical material associated with these courses in Spanish.

SECTION 5 – PERFORMANCE REQUIREMENTS

5.1 The contractor shall provide for the preparation and delivery of FAA Courses 15201, 15206, and/or Course 15249 using FAA course materials to meet the following course objectives:

- 5.1.1 FAA Courses 15201, Procedures for Air Operator Certification – Operations (International):
 - State responsibilities and ICAO requirements associated with the certification of Air Operators
 - Application of FAA processes and procedures used in the certification of Air Operators
 - Air operator certification processes and procedures
- 5.1.2 Course 15206 Inspector Training System – Flight Standards (International):
 - Processes and procedures required in the establishment of a comprehensive ICAO compliant inspector training system at a national CAA.
 - Management support and instructor readiness to implement the program
 - Course content includes: training system management and ICAO requirements, resource allocation and recruitment, formal classroom training course requirements, psychology of learning, inspector training profiles, record keeping, qualification standards for operations and airworthiness inspectors, on-the-job training process, use of automated training record software
- 5.1.3 Course 15249 Safety Management Systems (SMS) Theory and/or Application
 - Principles of SMS
 - ICAO requirements for implementation of an SMS
 - How SMS principles might be applied to specific organizations
 - Course content includes: concept of safety, ICAO Doc. 9859, organizational structure, SMS policies, safety risk management, safety assurance and international evaluation

- 5.2 Training documentation will be developed and forwarded to the Program Manager for approval, no later than 5 working days after completion of training.
- 5.3 End-of-course evaluation forms will be furnished by the FAA Academy for completion by each participant. The original of all completed forms shall be forwarded to the Program Manager in a sealed envelope.
- 5.4 The contractor will formally document all training presented and the results achieved. As a minimum, documentation will include:
- A detailed outline of the instruction presented
 - A roster of students attending and successfully completing the course
 - A final course academic average and overall grade (or pass/fail if that is more appropriate)
 - Final copies of the instructor's guide, student workbooks, practical exercises, examinations, and other related materials.
- 5.5 The contractor shall provide a sign-in sheet for each training day conducted. The sheet will contain space for the respective student to sign his/her name, work location and telephone number. The contractor shall forward the sign-in sheet to the Program Manager at the conclusion of each class day.
- 5.6 The contractor shall review and assess the course material for currency with regard to applicable ICAO and FAA requirements and make recommendations for any areas of improvement.

Section 6 – Deliverables

- 6.1 Management of instructional services and associated classroom administration and course delivery, documentation of training presented, including tests, participant roster, course academic average and overall grade, instructor's guide, student workbooks, exams, and related materials, for each FAA Academy Course delivered. All related documentation shall be delivered to the PM no later than five (5) business days following the completion of each class.
- 6.2 Review of existing course materials for FAA Academy Regulatory Standards Courses as requested with recommendations to correct areas requiring regulatory updates and suggestions to improve any subject areas that could be taught and presented more effectively.